

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE: Monday, January 10, 2022
LOCATION: YouTube- Public, Headquarters Fire Station #43 – Commissioners– Snohomish, WA

BOARD MEMBERS PRESENT: **JIM SCHMOKER**, Chairman
RICHARD E. FLATH, Fire Commissioner
EVAN MERRITT, Fire Commissioner

STAFF MEMBERS PRESENT: Don Waller, District Secretary/Fire Chief
Mike Gatterman, Deputy Chief
Jason Hodkinson, Deputy Chief
Greg Osborne, Deputy Chief
Bill Scherer, Battalion Chief

I. ROLL CALL

Chairman Schmoker called the meeting to order at 19:00 hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

Items VI.A and VI.B will be postponed until the February meeting, as a cautionary measure due to the upsurge in COVID cases.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the December 13, 2021 Regular Meeting.

Action: Chairman Schmoker made a **motion** to approve the minutes as presented. The motion was **seconded** by Commissioner Merritt and passed unanimously.

IV. OLD BUSINESS

A. Audit Close out meeting 02/02/22

Discussion: Chief Waller reminded everyone that there will be a virtual Special Meeting with the State Auditor on February 2, 2022. Virtual attendance encouraged.

V. INFORMATIONAL ITEMS

A. Financial

1. **Accounts Payable:** Batch #376501 for \$91,768.83 , Batch #376582 for \$38,707.70 , and Batch #376975 for \$149,375.34 were presented.
2. **Payroll** - December 2021 Payroll in amount of \$555,227.93 was presented.

Discussion: Commissioner Flath questioned:

+ item #38 on page 21 - *Questioned the "Late Fee"? Because of issues with sending payment to the correct address, there was a late fee for carpet cleaning.*

+ item #9 on page 31 – *Annual Maintenance – Chief Waller explained that annual maintenance is like an inspection to make sure vehicles are operational. This is done according to a set schedule. This meets all legal requirements.*

VI. NEW BUSINESS

A. New Employee Introductions (Hooker, Garcia, Garza)

Discussion: Postponed to February meeting.

B. Promotion Badge Pinning (Lt. McGee, TN40 D. Heike)

Discussion: Postponed to February meeting.

C. Policies: #702 IMS & #740 Mayday

Discussion: These policies have been in process for the last year. We now have a policy that meets County guidelines and serves our needs. Commissioner Flath questioned the "effective date". It is post-dated from today's meeting to allow for training and implementation procedures.

Action: Commissioner Flath **moved** to adopt Policy #702 and #740. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

D. Staff Vehicle (Chevy Silverado – Quotes)

1.Canopy

2.Pull Out

Discussion: This equipment is to complete the truck we ordered a year ago. The "Super Hawk" quote is the recommendation for both items.

Action: Chairman Schmoker made a **motion** to accept the quotes from "Super Hawk" for both items. Commissioner Flath **seconded** the motion, and it **passed** unanimously.

VII. COMMENTS

A. District Staff & Work Groups

Chief Gatterman has been meeting with the State Auditor online on Mondays. The Auditor asked for a few changes to notes, and it looks like the exit conference will include just a few suggestions – no penalties.

Chief Hodkinson has met online with a *FireStats* representative to discuss functionality of the program. An in-person workshop will be hosted here in February, and progress is being made on a standardized reporting format. We have access to an online dashboard now and are learning to use it. Staffing has been a challenge with this most recent COVID spike.

Chief Osborne reported that the District worked smoothly in the recent bout of winter weather. Our Chaplains are networking with chaplains all across the state to continue training. This month is Cancer Awareness month for firefighters – cancer and heart attacks are the #1 killers of firefighters. In addition, we want to emphasize mental health awareness for the coming year.

B. Fire Chief

1. COVID

We have had 6 vaccinated members test positive in the last week. We are still functional, and are planning to educate the membership on the importance of boosters to maintain immunity.

2. FEMA Reimbursement

We received our \$23,000 Grant from FEMA to reimburse for Lt. Leighty's labor costs while administering COVID vaccinations this past year.

3. The Final version of the Strategic Plan has been published. We will focus on making the plan accessible to our membership and the community.

4. "Land Appraisals" was a typo – Chief has nothing to report on this topic.

VIII. COMMISSIONER COMMENTS

Commissioner Flath stated that the Sno-Isle Commissioners Conference in January has been cancelled due to COVID, and may be rescheduled for March.

IX. EXECUTIVE SESSION

The Commissioners adjourned to Executive Session at 19:15 hours, for a period not to exceed one hour, for discussion:

- RCW 42.30.110(1)(g) to review the performance of the Fire Chief;
- RCW 42.30.140 to discuss collective bargaining issues and negotiations;
- RCW 42.30.110(b) to consider the selection of a site or the acquisition of real estate.

Returned from Executive Session at 20:15 hours. No action taken.

X. ADJOURN

At 20:15 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
January 10, 2022**

Minutes prepared and submitted by:



Christine Montagne-Heike, Office Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:



2/14/2022
Date